

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

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behind the divider for Part III of
DPM Chapter (s) **10**

DPM Instruction No. 10-6

SUBJECT: Procedures for the Implementation of the
Executive Service Pay Plan

Date: September 16, 2003

1. Purpose

The purpose of this instruction is to publish the procedures to implement the Executive Service Pay Plan.

2. Background

- a. The “Executive Service Schedule Approval Resolution of 2002” was introduced in the Council of the District of Columbia on March 20, 2002. Following the 60-day period of review by the Council pursuant to D.C. Official Code § 1-610.52(c) (2001), the proposed resolution (PR 14-613) was deemed approved on **July 4, 2002**.
- b. A notice titled “Approval of the Initial Executive Service Pay Schedule (“DX Schedule”)” was published in the *D.C. Register* at 49 DCR 11101 (12/6/02). The notice included a copy of PR 14-613.
- c. A notice of final rulemaking to amend Chapter 10 of the D.C. personnel regulations, Executive Service, was published in the *D.C. Register* at 50 DCR 6707 (8/15/03). Among other modifications to the chapter, the notice added a new § 1001, Executive Service Pay Plan.
- d. Section 1001.8 of the regulations specifies that the Director of Personnel shall publish the procedures to implement the Executive Service Pay Plan regulatory provisions.

3. Provisions

- a. The Executive Service Pay Schedule (DX Schedule) is divided into five (5) pay levels (E1, E2, E3, E4, and E5) and is the basic pay schedule for positions in the Executive Service.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

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- b. Each pay level has a minimum and maximum salary range established by the Mayor and subject to Council review and approval by resolution.
- c. The Mayor designates the appropriate level for each subordinate agency head position.
- d. A person appointed to a position in the Executive Service must be appointed at the pay level on the DX Schedule designated for that position, and will receive a salary set at any amount within the salary range that the Mayor determines to be appropriate.
- e. The Director of Personnel is responsible for providing criteria for consideration by the Mayor in designating the appropriate pay level within the DX Schedule for each Executive Service position. The criteria must include, but is not limited to, the following:
 - (1) Agency budget characteristics;
 - (2) Agency workforce characteristics;
 - (3) Complexity of agency mission and functions; and
 - (4) Desired qualifications for, or the impact of the person on, the position.
- f. Based on the criteria described in Paragraph 3(e) above, the pay levels designated by the Mayor for Executive Service positions are as follows:

Level E1
\$80,000 - \$100,000

Agency	Position Title
Board of Appeals and Review	Executive Director
Commission on the Arts and Humanities	Executive Director
Office of Latino Affairs	Director

Level E2
\$87,000 - \$108,700

Agency	Position Title
Office of Local Business Development	Director
Office of Human Rights	Director
Office of the Secretary of the District of Columbia	Secretary of the District of Columbia
Department of Banking and Financial Institutions	Superintendent

Level E3
\$94,600 - \$118,100

Agency	Position Title
Emergency Management Agency	Director
Office of Cable TV and Telecommunications	Director
Department of Insurance and Securities Regulation	Commissioner
Office on Aging	Director

Level E4
\$102,800 - \$128,300

Agency	Position Title
Office of Planning	Director
Office of Personnel	Director
Office of Contracting and Procurement	Chief Procurement Officer
Department of Consumer and Regulatory Affairs	Director
Department of Transportation	Director
Department of Motor Vehicles	Director
Department of Parks and Recreation	Director
Department of Housing and Community Development	Director
Department of Employment Services	Director

Level E5
\$111,300 - \$140,000

Agency	Position Title
Office of the Chief Medical Examiner	Chief Medical Examiner
Office of the Chief Technology Officer	Chief Technology Officer
Office of the Inspector General	Inspector General
Office of Property Management	Director
Office of the Corporation Counsel	Corporation Counsel
Department of Corrections	Director
Department of Public Works	Director
Child and Family Services Agency	Director
Department of Human Services	Director
Department of Health	Director
Department of Mental Health	Director

4. Transition

As needed, the D.C. Office of Personnel will effect personnel actions to place each current Executive Service employee at the pay level designated for his or her position, with no change to the current salary of the individual occupying the position.

Judy D. Banks
Acting Director of Personnel